

**The Greene School
BOD Meeting Minutes
94 John Potter Rd
West Greenwich, RI
September 17th, 2014 at 7 PM**

Open Session:

Call to order at 7:03PM

Members present: Amy Pratt, Laura Clavette, Dean Burdon, Paul Morse, Kurt Teichert, Jen Sherer, Christa Andrews, Kelly Presley

Non-members present: Emily Lichtenstein, Esq., Lisa Cash (school business manager)

Reading of the Mission Statement by Jen Sherer

Welcome and Introductions: Ms. Emily Lichtenstein presented Expeditionary Learning's Implementation review and our work plan

- Every spring, Expeditionary Learning (EL) school designer completes an implementation review at every EL school.
- Our results were circulated at the meeting
- There are 26 power practices that are scored by both the school designer and also school staff (only the school designer scores are actually used in the final report). Scores were similar between Ms. Lichtenstein and school staff (teachers and administration)
- Each power practice has a rigorous rubric
- We are just below the target score for a year 4 school, and we are up by 8 points from last year.
- Ms. Lichtenstein is recommending us to be included in the second pilot group of credentialing. In this process, schools that are within 5 years of starting with EL submit a portfolio demonstrating quality work, strong character and success. If we meet our standards- TGS will become one of the first credentialed schools.
- There are 3 goals in the work plan. One pertains only to the instructional leadership team (ILT). The goals were circulated to the Board.

Approval of the 08/20/14 open and the 08/20/14 closed meeting minutes:

- 1. Paul made a motion (with one correction to change "agenda" to "minutes" at the top) to approve both the open and closed meeting minutes (circulated by hard copy only). Christa 2nd. All agreed unanimously.**

Old Business:

1. Head of School Report: Circulated prior to the meeting
 - a. She has changed some of the bus time rides and made them shorter, mostly in the south county area
2. Finance Committee
 - a. Sept minutes have been circulated

- b. Line of credit: will have a banker come to a finance committee meeting to let us know what information is needed. Will be for short term financing only
 - c. 2014 results: break-even (positive \$4,000.00) before depreciation
 - d. We are working on getting a credit card for the school, for which there will be tight controls.
 - e. Audit update: It is in progress, Lisa had 1 duplicate entry she needed to investigate but has made the correction.
 - f. Budget review: they will get the actuals to the Board on a quarterly basis
 - g. Cash reserve of 6 months of expenses in reserve requested by RIDE seems too high and is a topic of discussion in the Finance Committee
 - h. Finance committee will start working on determining the cash flow for the future facility and how we are going to raise the money
- 3. Facilities Committee report
 - a. These meetings will be held before board meetings
- 4. Fundraising Committee report
 - a. Committee is planning an on-line auction with bidding for good- for sometime before the Holidays
 - b. Plan to do a year end appeal again. Dee, Melissa and Betsy had a call with constant contact and Melissa is working on linking donors and tracking them
 - c. Golf tournament will be first Saturday in may
 - d. John Wolf managed buttonwoods for 10 years and has offered to help with cow golf
 - e. 100 mile dinner- looking for a new venue- perhaps Laurel Mead or Amgen
 - f. Fundraising meetings will be held second Thursday of each month at 6 PM
 - g. Also would like people to visit the school to continue to spread the word

New Business:

- 1. Enrollment planning
 - a. Academic standards will discuss at their next meeting
 - 2. Form an evaluation committee for Head of School evaluation this year
 - a. This will be Paul Morse, Jen Sherer and Kurt Teichert
 - 3. Vote on new board member Kathleen Van Rinj
 - a. **Kurt made a motion to elect Kathleen van Rinj to the Board of Directors. Kelly 2nd . All agreed unanimously. Welcome Kathleen.**
 - b. She has extensive knowledge of facilities and education, she lives a sustainable life and has fundraising experience
 - 4. Register for the professional development at Rhode Island Foundation on September 23rd and October 29th if able to attend
 - a. All are encouraged to attend the Professional Development meetings at RIF
- Paul made a motion to adjourn the meeting at 8:27PM. Dean 2nd . All agreed unanimously.**

